NEW ZEALAND CAT FANCY INC.

Member of the World Cat Congress

2027 Appointed Positions Job Descriptions

NZCF SECRETARY

Job Description

Overview

Position Title

NZCF EC Administration Portfolio Manager

NZCF Secretary

International Liaison Officer

Responsible To

NZ Cat Fancy Inc (NZCF) Executive Council Chair

Purpose of the Position

To provide administration management and services for the membership of the NZ Cat Fancy, Executive Council members and general public. Creating an environment which provides a professional first contact avenue for all enquiries. Create new and maintain communication with international registries.

The NZCF Secretary (along with the NZCF Treasurer) is an ex officio member of the NZCF Executive Council, and as such has full speaking and EC meeting attendance rights but is not entitled to put forward motions and vote. (NZCF Constitution clause 9.1 refers.)

Functional Relationships

Internal

- NZCF Executive Council members & NZCF Treasurer
- NZCF Affiliate Club Secretaries
- National Disputes Coordinator
- Officer holders including (not limited to) NZCF Registrars, Animal Welfare Liaison Officer, Health & Safety Officer, Webmaster, Web programmer, Governance Documents Officer, Communications Officer.
- Members of the NZCF

External

- NZ Companies Office
- Members of the Public
- Local Body Government Officers
- MPI (Ministry of Primary Industries)
- Companion Animals Council
- International Registries & umbrella organisations recognised by World Cat Congress

- SPCA

Hours of Work

This position is home-based, the hours average at approx. 25 - 30 per week. However, can be longer at times.

Self-Employed Contractor

This position is defined as a self-employed contractor's role. A schedular payment totalling $19,262 per annum, which is paid quarterly, and is taxed as WHT, which has a default rate of 33%, however a lower rate of not less than 10% can be nominated.

Key Accountabilities

The tasks of the Secretary include but are not limited to:

- First point of contact for general enquiries public - Create a positive approach to encourage contact particularly from members of the public.
- Ensure all enquiries from membership, general public are referred to the appropriate portfolio manager. Acknowledged in writing in a timely fashion.
- Achieve deadlines in accordance with the timelines specified in the Constitutional document.
- Ensure that excellent communications lines are maintained with the affiliate clubs.
- Maintain a correspondence log and telephone log for all inward/outward correspondence contacts.
- Receive any complaints or disputes in writing, referred to the National Disputes Coordinator.
- Arrange all venues, accommodation and catering for EC meetings and annual general meeting.
- Attend EC meetings and take minutes (face-to-face and electronic meetings)
- All agendas, minutes of meeting, are circulated in a timely fashion paying attention to the specified minimum requirements outlined in the Constitution.
- Update and maintain the business plan accordingly.
- Prepare reports for Flash Cats, NZCF website following all Executive Council meetings including electronic meetings.
- Prepare a report for the Executive Council meeting and annual general meeting – meeting reporting deadlines.
- Act as coordinator for the annual election process and ensure all processes are carried out in accordance with the Constitution.
- Complete annual updates for registration with the Incorporated Society.
- Maintenance of international judges list to assist affiliate clubs in selection of overseas judges.
- Liaise with clubs and overseas registries re: share arrangements for judges.
- Liaise with overseas registries on areas of concern, particularly relating to registration differences and recognition of pedigrees.

- Maintain link to discuss international standards for breeds or judging (particularly in reference to 'best practice').
- Liaise with World Cat Congress officers on any areas of concern within affiliate bodies and appointed delegates to WCC.
- Maintenance of all the no-reply forums distribution lists for membership, affiliate clubs and judges.
- Publish and distribute the Meowsletter
- Administer the NZCF kitten board. Respond promptly to email notification from the board of posts awaiting approval and ensure that the board is kept relevant to the sale and/or rehoming of financial member's cats and kittens only. The facility is not for the sale of any equipment or general chat. Each post for sale and/or rehoming requires ROCAP to be checked to ensure the submitter has paid the kitten board subscription.
- Maintenance – ensure that the NZCF Governance Document Officer is advised of updates.
- Complete all judging contracts for the National Show – liaise with overseas affiliates.
- Understand and ensure that health & safety procedures are adhered to.
- Undertake any other duties required by the Executive Council.
- Administer the NZCF Breeder Accreditation Programme.
- Oversee Microsoft 365 licenses & ensure appropriate training is received with the assistance of the IT Portfolio
- Develop and manage policies and procedures for good administrative outcomes.

Person Specification

- Able and willing to display positive leadership
- Knowledge, expertise, and ability to provide correct information to Executive Council, membership and general public.
- Good knowledge of NZCF's structures and administration.
- Be familiar with the Constitution, Show Bylaws, Registration Rules, Standing Orders, Health & Safety procedure of the NZCF.
- Ability to relate to a wide range of people and value and respect diverse cultures.
- Good communication, listening and organisational skills.
- Good computer skills with capacity to respond in timely fashion to large volume of daily emails.
- Set a high standard of professional conduct.

Qualifications

Experience

- Demonstrated administrative management is essential, including the ability to meet tight deadlines.
- Have a good understanding of the use of software, in particular: Microsoft Office 365 & associated programs (Word, Excel, Publisher etc.), Microsoft Teams, Adobe Acrobat, along with basic data entry skills both alpha and numeric.

- Excellent communication skills demonstrated with an ability to deal with front line matters effectively with compassion when required.

Personal Attributes

The position holder will have:

- A commitment to high quality work and professionalism.
- The ability to be customer focused to meet required deadlines.
- The ability to work as part of a team as well as to work alone.
- Understand the need for confidentiality and privacy.

Desirable

- That the position holder will have a good general knowledge of the NZCF.

Job Description
NZCF Treasurer

Overview

Position Title

NZCF EC Finance Portfolio Manager

NZCF Treasurer

Responsible To

NZ Cat Fancy Inc (NZCF) Executive Council Chair

Purpose of the Position

The primary purpose of this role is to provide financial management and accounting services for the membership of the NZCF through the Executive Council (EC).

The NZCF Treasurer (along with the NZCF Secretary) is also an ex officio member of the Executive Council, and as such has full speaking and EC meeting attendance rights but is not entitled to put forward motions and vote. (NZCF Constitution para 9.1 refers.) The expectation is the NZCF Treasurer in the roles of both NZCF Treasurer and EC Finance Portfolio Manager will attend all NZCF meetings and Executive Council meetings.

Functional Relationships

Internal

- Executive Council Chair
- Executive Council members
- Officers and officials of the NZCF
- NZCF Affiliated Clubs and Show Committees
- Members of the NZCF

External

- NZCF bankers – currently TSB Bank, Waitara
- All NZCF debtors and creditors
- Inland Revenue department in relation to payments for GST, income tax and WHT
- NZCF appointed auditor
- NZ Companies Office
- Air New Zealand for NZCF flight bookings
- Insurance Broker (currently P&C Insurance Brokers of Feilding)

Hours of Work

This position is home-based, and the hours range from 10 to 30 per week.

Self-Employed Contractor

This position is defined as a self-employed contractor's role. A nominal schedular payment totalling $11,097 per annum is currently paid, and is taxed as WHT, which has a default rate of 33%, however a lower rate of not less than 10% can be nominated.

Key Accountabilities

The tasks of the Treasurer include but are not limited to:

- Provide financial management of the NZCF including monitoring financial performance against the annual budget; and providing effective and efficient financial advice to the Executive Council of the NZCF.
- Prepare the annual financial statements in accordance with current accounting standards and submit them to the NZCF appointed auditor in a timely manner.
- Initiate and manage the annual budget and forecast process, ensuring that the final draft is available for presentation to, and approval by, the AGM.
- Manage the annual Schedule of Fees process, ensuring that the details of NZCF fees are updated and disseminated for all members.
- Administer and manage the NZCF accounting function related to the asset register, the debtors, creditors, and general ledgers within the NZCF MYOB accounting system (MYOB), and the manual payroll system.
- Ensure timely and accurate accounting of all financial records, with all financial details being entered into MYOB in a timely manner.
- Manage the accounting function within the NZCF ROCAP database and ensuring that the NZCF appointed registrars are following due process. The NZCF ROCAP database is not integrated into the NZCF MYOB Accounting software and so a major part of the task includes providing an internal audit function to ensure that all monies received by credit card and direct credit banking's and form part of the Bank Reconciliation function in MYOB, are correctly receipted and entered into the ROCAP database. This means that all actual monies received and banked are manually replicated by journal entry from the ROCAP database into the MYOB Accounting software. Conversely only transactions entered into the ROCAP database can be those where monies have actually been received.
- Manage NZCF banking facilities, including timely banking of both cash/cheque and credit card deposits and management of term deposits. This process includes providing the NZCF appointed registrars with a record of all relevant direct credit so these can be recorded in ROCAP. A weekly bank reconciliation with the MYOB programme is required to be completed.
- Fulfil statutory reporting requirements with Inland Revenue for GST, income tax and WHT.
- Complete and action the annual return to the Companies Office.
- Prepare quarterly financial reports for presentation to the Executive Council at its meetings.
- Develop and manage policies and procedures for good accounting practices and guidelines to be in place; thus, ensuring that all NZCF officers and officials who have financial responsibilities are acting within these guidelines at all times.

- Provide financial assistance as required to all NZCF EC portfolio managers (PM), including the Shows PM with the management of the National Show.
- Provide flight booking services for NZCF EC members and other NZCF officials as required.
- Attend NZCF EC meetings, including the AGM.

Role Dimensions

Operating Budget: up to $140,000 per annum (gross turnover).

Qualifications

Tertiary qualifications in accounting though desirable are not essential.

Experience

- Demonstrated financial management and accounting experience is essential, including the ability to produce monthly and annual financial reports/statements, along with the demonstrated ability to prepare, manage and monitor the budget process.

Skills & Knowledge

The position holder will have:

- Financial management skills.
- Extensive experience in the use of accounting software, and preferably MYOB AccountRight (currently Version 2024.7.0).
- Good overall computer skills including a high competence in Microsoft 365 & associated programs (Word, Excel, Publisher etc.), Microsoft Teams Excellent interpersonal skills and the ability to communicate with others at all levels to achieve planned outcomes.

Personal Attributes

The position holder will have:

- A commitment to high quality work and professionalism.
- Demonstrated strengths in accuracy, precision, and attention to detail.
- The ability to work as part of a team as well as to work alone.
- Ability to meet time frames.
- Understand the need for confidentiality in a politically driven organization.

Desirable

Ideally the position holder will have some prior knowledge of the workings of the NZCF, although this is not considered to be essential.

Job Description
Membership & Prefix Coordinator

Overview

Position Title

NZCF Membership & Prefix Coordinator

Responsible To

NZCF EC Administration Portfolio Manager

NZCF Portfolio Manager – Breeders and Registrations

Purpose of the Position

To provide administration management and services for the membership of the NZ Cat Fancy creating an environment which provides a professional first contact avenue for all enquiries regarding membership and / or becoming a registered prefix holder.

Functional Relationships

Internal

- NZCF Secretary
- Breeders & Registrations Portfolio Manager
- NZCF Affiliate Club Secretaries
- NZCF Treasurer
- Flash Cats Editor
- Members of the NZCF

External

- Members of the Public

Hours of Work

This position is home-based, the hours are totally driven by the annual membership renewal dates from 1st January – March of each membership year being the heaviest workload. Individual membership (taking approximately 5 minutes processing) can equate up to 20 hours per week, with prefixes obviously being driven by receipt of applications from members seeking approval of prefixes registered with NZCF. Can vary depending on the amount of time spent searching databases for names that do not meet criteria for registration.

Self-Employed Contractor

This position is defined as a self-employed contractor's role. A schedular payment totalling $4,704 per annum, which is paid quarterly, and is taxed as WHT, which has a default rate of 33%, however a lower rate of not less than 10% can be nominated.

Key Accountabilities

The tasks of the Membership & Prefix Coordinator include but are not limited to the following:

- First point of contact for general enquiries from public seeking membership of the NZCF.
- Members renewing their membership and providing updates.
- Acknowledging all email enquiries in a timely fashion.
- Create a positive approach to encourage contact particularly for people seeking membership (acknowledging the importance of the NZCF brand).
- Achieve deadlines in accordance with the timelines specified in the Constitutional document.
- Ensure that excellent communications lines are maintained with the affiliate clubs.
- Load the breeders directories on the NZCF website from the relevant information on membership forms.
- Advise the NZCF Animal Welfare Liaison Officer of those members prepared to be consulted on local body animal welfare policy reviews.
- Update Flash Cats mail out list with new members.
- Update membership no-reply forum with new members email addresses.
- Liaise with the Treasurer and Secretary regarding membership matters and recommendations regarding systems for the ongoing development of online membership options.
- Follow-up of all applications of members seeking approval of an NZCF prefix to become a registered breeder. Provide applicants with all necessary documentation when responding to applications.
- Assist members of the public perhaps having difficulty working their way through becoming a registered breeder procedure.
- Members seeking additional prefixes perhaps for new breeding programmes.
- Perform affiliation membership audits on full members by requesting current membership lists from all clubs.
- Ensure that excellent communications lines are maintained with the affiliate clubs who are responsible for endorsing that the applicant is an appropriate person to seek a prefix.
- Circulation of approval of prefixes if applicable, on a monthly basis (2 week turnaround for approval).
- Check ROCAP by searching the database for NZCF registered prefixes ensuring that the registration rules are meet for the criteria to accept.
- Complete search of overseas registries especially well-known prefixes.
- Ensure that Catz Inc registry is checked for similar names.
- Maintain the forms with consultation with the GDO and follow-up letters.

- Complete certification issue of prefix certificates, information sheets, registration rules and show bylaws (which all form part of the application fee).
- Maintain the ROCAP database by ensuring that prefixes are added as approved.
- Provide reports to portfolio manager as requested.
- Peruse the minutes of each Executive Council and Annual General Meeting and note any resolutions or changes and if necessary, update documents and procedures to reflect these.
- Undertake any other duties required by the Executive Council.

Person Specification

- Money handling skills for banking and credit cards processing.
- Creating spreadsheets, and data entry into spreadsheets.
- Receipting and banking.
- Knowledge and ability to provide correct information to membership & general public.
- Be familiar with the Constitution and General Rules & Policies of the NZCF.
- Ability to relate to a wide range of people and value and respect diverse cultures.
- Good communication, listening and organisational skills.
- Good telephone manner and email communications.
- Good computer skills with capacity to respond in timely fashion to large volume of daily emails.
- Set a high standard of professional conduct.

Qualifications

Experience

- Demonstrated administrative management is essential, including the ability to meet tight deadlines.
- Understand the use of software, in particular: Microsoft Word, Excel, Office, Adobe Acrobat, along with basic data entry skills both alpha and numeric, required to maintain the ROCAP database.
- Experience with working within databases would be beneficial but not essential.
- Excellent communication skills demonstrated with an ability to deal with front line matters effectively with compassion when required.

Personal Attributes

The position holder will have:

- The ability to be customer focused to meet required processing deadlines.
- The ability to work as part of a team as well as to work alone.
- Understand the need for confidentiality and privacy.

Desirable

- That the position holder will have a good general knowledge of the NZCF.

Job Description
Registrars – Longhair & Shorthair

Overview

Position Title

NZCF Registrar

Responsible To

NZ Cat Fancy Inc (NZCF) Portfolio Manager - Breeders and Registrations

Purpose of the Position

To provide registration services for NZCF Registered Breeders and pet owners seeking registration information and transfers.

Functional Relationships

- NZCF Breeders and Registrations Portfolio Manager
- PR Registrar (for support/genetics/colour etc)
- Other Registrar from time to time
- Chairperson, NZCF Secretary, NZCF Treasurer
- NZCF Members/Breeders
- Overseas Registration Bodies
- IT Contractor (for ROCAP)
- Honours Registrar from time to time
- Public from time to time

Self-Employed Contractor

This position is defined as a self-employed contractor's role. A schedular payment totalling $7,749 per annum, which is paid quarterly, and is taxed as WHT, which has a default rate of 33%, however a lower rate of not less than 10% can be nominated.

Key Accountabilities

Registrations

- Receive and date, generate a receipt and complete all litter registrations.
- Check list:
    - Fees paid are correct.
    - Mating date/DOB are correct.

- Colours listed can genetically happen.
- Form has been signed.
- Names do not exceed 32 characters (this is not a function that ROCAP does).
- If nothing entered on form register as 'pet only'.
- Names meet the requirements of Registration Rules.
- Owner(s) listed for stud cat are correct/and this section is signed by the appropriate owner(s).
- Stud owner is a full member of NZCF or another recognised registry.
- Issue and print out registration certificates for each kitten listed on the registration form.
- Write the registration number and subsequent letters on the registration form.
- Write receipt number on form (this is also required to be entered in ROCAP to complete registrations).
- Recording of all HCM results for Ragdolls, and check that breeding cats on registrations are eligible for their litters to be registered.

Transfers

- Receive, generate receipt, and complete all transfers.
- Transfer date is the date they were received (if payment included) or when payment was received (if direct credit/credit card payment).
- Check list:
  - Fees paid are correct.
  - Breeders/owners have signed form – make sure if transferring a breeder, all joint owners of the cat have signed the transfer form.
  - Transfer as pet or breeder – if nothing indicated on form and fee is only pet fee transfer as 'pet only' – if unsure contact breeder/owner to confirm.
  - For breeder transfers (including overseas) ensure the new owner(s) are registered breeders, if not then transfer cannot be completed until such time that they are registered breeder(s).
  - Generate a certified pedigree for all breeding cats being transferred.
  - Search ROCAP if person being transferred to exists, complete transfer.
  - If new owner is not in ROCAP create a new person file, then complete transfer.
  - If postcode is not supplied, search NZ Post website and add this to the address.
  - Issue and print out transfer certificate.

Leases

- Receive, generate receipt, and complete all leases.
- Check list:
  - Fees paid are correct – new lease or renewal of a lease payment.
  - If renewal of a lease, make sure that the cat does not exceed the 2-year maximum allowed for leasing.

- Issue, print out lease certificate and a 4 generation certified pedigree (if a new lease) and send to lessee.
- Send a letter to the lessor confirming the lease.
- Bring up 1 month (or could be 2-3 weeks) prior to any expiration of leases – notify parties (either by email or letter) that the lease is due to expire, and they can either renew for a further 12 months or if it's the second year of leasing, that the ownership will revert to original owner.
- Write receipt number on lease form.

Export of Cats/Kittens

- Receive, generate receipt (write receipt number on form) and complete all transfers for exported cats/kittens
- Transfer date is the date the transfer and payment were received (if payment included) or when payment was received (direct credit/credit card payment)
- Check list:
  - Fees paid are correct – an export document fee needs to be included if sending the paperwork overseas, but if the paperwork is to be sent back to the breeder/owner then this fee is not payable.
  - Breeder/owner has signed form.
  - Transfer as pet or breeder – if nothing indicated on transfer form contact breeder/owner to confirm which it is.
  - Search ROCAP if person being transferred to exists, complete transfer.
  - If new owner is not in ROCAP create a new person file, then complete transfer, again if it is a breeder transfer ensure the new owner(s) are registered breeders, if not then transfer cannot be completed until such time that they are registered breeder(s).
  - Ensure microchip number has been supplied, if not contact breeder/owner for the number.
  - Issue and print out transfer certificate and certified pedigree certificate if for breeding cat.
  - Post using an international prepaid envelope.

Banking

- Receive and process all payments in ROCAP.
- Receipt direct credit payments as notified by the NZCF Treasurer (once the paperwork has been received), email receipt numbers to the treasurer
- Receipt credit card payments and notify treasurer of same; send a copy of the IVR authorisation form for her information.
- Check list:
  - Reconcile for banking; export from ROCAP an excel spreadsheet of all cash, credit card and direct credit payments made for the banking period.
  - On separate pages of the excel spreadsheet, show cash payments, credit card payments and direct credit payments for banking period.

Changes to Registration Details

- Colour/sex changes processed as required and appropriate fee paid and receipted – with a sex change the registrar is permitted to complete a name change as per Registration Rules. If the request for a colour change is for a "kitten" there is no fee charged.
- If a change of colour has been actioned place a note in ROCAP of the colour it changed from and the date it was changed.
- If notified by the owner/breeder of any errors on the paperwork they received within 14 days of it being sent, make the appropriate change(s) free of charge.
- Name changes (other than in the case where a sex change has occurred), can only be completed if permission is granted by the portfolio manager.

General

- Answer any registration queries received from the public, owners and/or breeders, or refer to appropriate person within NZCF.
- LH Registrar to print out all A3 certified pedigrees for the SH & PR registrars as required.
- Liaise with overseas registration bodies as required.
- Liaise with the portfolio manager as required.

Job Description
Provisional Registrar

Overview

Position Title

Provisional Registrar

Responsible To

NZ Cat Fancy Inc (NZCF) Portfolio Manager - Breeders and Registrations

Purpose of the Position

To provide registration services for NZCF registered breeders working with provisionally registered cats. Provide import registration documentation for all imported cats. Provide secretarial support for the Breed Standards Advisory Council (BSAC).

Functional Relationships

- NZCF Breeders and Registrations Portfolio Manager
- NZCF BSAC Portfolio Manager
- BSAC members
- Other registrars (for support - backup)
- NZCF Chairperson NZCF Secretary NZCF Treasurer
- NZCF members/breeders
- Overseas Registration Bodies
- IT Contractor (for ROCAP)
- Honours registrar from time to time
- Public from time to time

Self-Employed Contractor

This position is defined as a self-employed contractor's role. A schedular payment totalling $7,749 per annum, which is paid quarterly, and is taxed as WHT, which has a default rate of 33%, however a lower rate of not less than 10% can be nominated.

Key Accountabilities

Objectives

- To register and transfer pedigree cats.
- To help support and advise breeders with problems, pedigrees etc.

- Tasks:
    - Register and transfer cats and other associated tasks.
    - Correspondence and phone calls.
    - Banking and receipting.
- Refer: To be read in conjunction with key accountabilities for the LH/SH registrars' position(s) along with the following tasks.

Imported Cats/Kittens

- Receive, generate receipt (write receipt number on form) and complete all documentation for imported cats/kittens.
- Check list:
    - Fees paid are correct.
    - That a 4-generation certified pedigree, that includes registration numbers and colour descriptions, from the overseas registration body has been included with the import documentation.
    - NZ breeder/owner has signed the import registration form and that they are noted as the new owner by the overseas registration body or provided confirmation of ownership with a transfer document.
    - Add any 'note' that may be required as a condition to the ownership of the imported cat/kitten, i.e., 'must not be on sold or leased for breeding'.
    - Check to see if any of the ancestry cats already exist on ROCAP, if not enter the required ancestry details into ROCAP.
    - Date of transfer for an imported cat is the date of the payment of the transfer fee to NZCF from which the importer/new owner assumed ownership of the cat not the date of transfer from the registry of origin, as per Registration Rule 14.4.
    - Issue and print out transfer certificate.

Dispensation for Exhibition

- Receive request for dispensation to exhibit an imported cat pending receipt of the required registration documentation.
- Send letter to applicant notifying dispensation has been granted and the expiry date of dispensation – up to a maximum of 12 months.
- Notify the portfolio manager and honours registrar of dispensation(s).
- Once paperwork is received proceed with import cat/kitten procedure – notify portfolio manager and honours registrar that the cat/kitten has now been registered in ROCAP.
- If the information given at the time of dispensation is not correct, notify the portfolio manager of the discrepancy(s).

BSAC Support

- Hold the BSAC Secretarial role.
- Circulate documents to the BSAC members for discussion or review.
- Assist Chair with any follow-up.

Breed Codes

- Update breed codes in ROCAP when requested by the other Registrars.
- Create breed codes when new Standard of Points are issued.

Job Description
Honours Registrar

Overview

Position Title

Honours Registrar

Responsible To

NZ Cat Fancy Inc (NZCF) Portfolio Manager - Shows

Purpose of the Position

To manage the NZCF honours system.

Functional Relationships

- NZCF Shows Portfolio Manager
- NZCF members/breeders and exhibitors
- Clubs and judges.
- NZCF Secretary, NZCF Treasurer, registrars and officials
- Webmaster and IT Contractor – ROCAP

Self-Employed Contractor

This position is defined as a self-employed contractor's role. A schedular payment totalling $3,906 per annum, which is paid quarterly, and is taxed as WHT, which has a default rate of 33%, however a lower rate of not less than 10% can be nominated.

Key Accountabilities

- Receive and process all marked show catalogues and enter data into ROCAP.
- Communicate with show secretaries, judges (if necessary) and exhibitors as required in regard to show results.
- Issue honours certificates and medallions and receipt and bank monies paid.
- Make available to the membership periodic interim show results and a title points and Top 10 results after each show.
- Provide show results to the webmaster for posting on the website.
- Provide a final result of the annual awards at the end of the show season and issue certificates to top ten winners.
- Provide data and documents to clubs who use the NZCF show package.

Job Description
Webmaster

Overview

Position Title

NZCF Webmaster

Responsible To

NZ Cat Fancy Inc (NZCF) Portfolio Manager – IT

Purpose of the Position

- Responsible for maintaining the NZCF website.
- Ensure site is functioning properly and is available to users.
- Beyond the focus of day-to-day activities, the improvement of the website as a whole.
- Maintain working relationship with ROCAP Administrator and Portfolio Manager IT (NZCF).

Functional Relationships

- NZCF IT Portfolio Manager
- NZCF Secretary, Treasurer and other members of the Executive Council.

Self-Employed Contractor

This position is defined as a self-employed contractor's role. A schedular payment totalling $3097 per annum, which is paid quarterly, and is taxed as WHT, which has a default rate of 33%, however a lower rate of not less than 10% can be nominated.

Key Accountabilities

- Maintain website for members and NZCF.
- Generate and revise web pages.
- Examine and analyse site traffic.
- Regulate and manage access rights of different users on website.
- Create and modify appearance and setting of the website.
- Lay out content on web pages.
- Test website to see if there are any parts that are difficult to use.
- Fix links that don't work and pictures that aren't appearing properly.
- Test different browsers and ensure people with different computers can access the website.

- If problems arise with any areas of the site, the webmaster will make corrections directly or log the task through to the ROCAP Administrator.
- Make sure that the site is secured and the user data it may incorporate is also safeguarded
- Ensure that the site is user friendly and easy to navigate.
- Possess knowledge about the client requirements and analyse the website accordingly to notify suitable changes to Portfolio Manager IT (NZCF).
- Check the originality of the websites and ensure that the content is not duplicated on other platforms.
- Execute a regular follow up and assessment of the performance of the site, with reports to the Portfolio Manager IT (NZCF) 1 week prior to all NZCF meetings – Executive Council scheduled meetings and AGM.
- Plan out future modifications for the site in conjunction with the ROCAP Administrator and the Portfolio Manager IT (NZCF) and keep abreast of new technologies and software to develop the online presence and success of the site.

Person Specification

- Preferred a degree in computer sciences or equivalent experience.
- Proven knowledge about JavaScript, HTML, HTTP, CSS, and XML, or other programming languages, including internet related software.
- Technical knowledge about the latest developments and internet features.
- Ability to manage/implement different projects.
- A good understanding of Microsoft 365 & Microsoft Teams is desirable
- If the applicant does not have Microsoft 365 account; be willing to have this installed for NZCF work
- A Current Virus checker is essential
- All NZCF work to be backed up weekly

Job Description
Flash Cats Editor

Overview

Position Title

Flash Cats Editor

Responsible To

NZ Cat Fancy Inc (NZCF) Portfolio Manager – Publications & Marketing

Purpose of the Position

Flash Cats editor is responsible for overseeing the content and quality of magazine publications and for ensuring that features are topical, interesting, and informative.

Functional Relationships

- NZCF Marketing and Publication Portfolio Manager to ensure that sufficient advertising and sponsorship is achieved to ensure Flash Cats is financially viable.
- The NZCF Secretary, Treasurer and all members of the Executive Council to collect and NZCF reports and information necessary to publish in Flash Cats.
- Clubs for ongoing articles, notices and photos on shows for inclusion.
- Members for any up to date health issues or interesting articles, following up with phone calls and/or email communications.

Self-Employed Contractor

This position is defined as a self-employed contractor's role. A schedular payment totalling $2,866 per annum, which is paid quarterly, and is taxed as WHT, which has a default rate of 33%, however a lower rate of not less than 10% can be nominated.

Key Accountabilities

- Selecting articles for issues and planning publication contents
- Generating ideas for articles and features
- Planning theme and all sections of the magazine
- Commissioning features and stories from freelance writers
- Setting and operating to deadlines
- Reading, writing and researching features and articles
- Rewriting, editing, proofreading and subbing copy to ensure it is ready for layup and prepress
- Ensuring that all feature articles comply with ethical codes of practice and legal guidelines.

Person Specification

- Good working knowledge of Adobe InDesign, Photoshop, Illustrator.
- Excellent oral and written communication skills.
- An understanding of IT where applicable to online publishing.
- Creativity and design background.
- Organisational skills.

Job Description
IT Support Officer

Overview

Position Title

NZCF IT Support Officer

Responsible To

NZ Cat Fancy Inc (NZCF) Portfolio Manager – IT

Purpose of the Position

- Supporting the NZCF IT systems to ensure they are operating to requirements.
- Assist with maintaining the NZCF IT systems, including but not limited to the NZCF website, ROCAP and Microsoft 365.
- Assist with implementation and technical support of the IT systems, where required.
- Maintain working relationship with ROCAP Administrator, Webmaster, IT Advisor and Portfolio Manager IT (NZCF)

Key Working Relationships

- NZCF IT Portfolio Manager
- NZCF Chair, Secretary & Treasurer
- Webmaster & ROCAP Administrator
- IT Advisor
- Stakeholders and users of the NZCF IT systems

Self-Employed Contractor

This position is defined as a self-employed contractor's role. A schedular payment totalling $2375 per annum, which is paid quarterly, and is taxed as WHT, which has a default rate of 33%, however a lower rate of not less than 10% can be nominated.

Key Accountabilities

Assist the Webmaster with the following:

- Maintain website for members and NZCF.
- Generate and revise web pages.
- Examine and analyse site traffic.
- Regulate and manage access rights of different users on website.
- Create and modify appearance and setting of the website.

- Lay out content on web pages.
- Test website to see if there are any parts that are difficult to use.
- Fix links that don't work and pictures that aren't appearing properly.
- Test different browsers and ensure people with different computers can access the website.
- If problems arise with any areas of the site, the webmaster will make corrections directly or log the task through to the ROCAP Administrator.
- Make sure that the site is secured and the user data it may incorporate is also safe guarded.
- Ensure that the site is user friendly and easy to navigate.
- Possess knowledge about the client requirements and analyse the website accordingly to notify suitable changes to Portfolio Manager IT (NZCF).
- Check the originality of the websites and ensure that the content is not duplicated on other platforms.
- Execute a regular follow up and assessment of the performance of the site, with reports to the Portfolio Manager IT (NZCF) 1 week prior to all NZCF meetings – Executive Council scheduled meetings and AGM.
- Plan out future modifications for the site in conjunction with the ROCAP Administrator and the Portfolio Manager IT (NZCF) and keep abreast of new technologies and software to develop the online presence and success of the site.

Person Specification

- Preferred a degree in computer sciences or equivalent experience.
- Proven knowledge about JavaScript, HTML, HTTP, CSS, and XML, or other programming languages, including internet related software.
- Technical knowledge about the latest developments and internet features.
- Ability to manage/implement different projects.
- A good understanding of Microsoft 365 & Microsoft Teams is desirable.
- If the applicant does not have Microsoft 365 account; be willing to have this installed for NZCF work.
- A Current Virus checker is essential.
- All NZCF work to be backed up weekly.

Job Description
Governance Documents Officer

Overview

Position Title

Governance Documents Officer

Responsible To

NZCF Administration Portfolio Manager

Purpose of the Position

To manage the governance documents so that they are accurate, clear, consistent, and up to date.

Key Working Relationships

- EC Chair
- NZCF Secretary (NZCF Administration Portfolio Manager)
- Other portfolio managers
- NZCF webmaster

Self-Employed Contractor

This position is defined as a self-employed contractor's role. A schedular payment totalling $2375 per annum, which is paid quarterly, and is taxed as WHT, which has a default rate of 33%, however a lower rate of not less than 10% can be nominated.

Tasks

- Establish and maintain a consistent format across the following managed documents:
    - Constitution
    - General Rules and Policies
    - Disputes and Discipline
    - Glossary
    - Judges Manual
    - Registration Rules
    - Show Bylaws
    - Standing Orders for NZCF Meetings
    - Standards of Points
- Record and carry out all amendments in a timely manner.

- Retain previous copies for reference.
- Advise necessary amendments.
- Raise any issues affecting or potentially affecting governance documents.
- Ensure any governing documents that have been amended through the year are ready for annual printing by 31st January.
- Maintain detailed instructions on governance document management and amendment procedures.

Reporting Requirements

- Report and make recommendations to the Administration portfolio manager.
- Provide reports for each Executive Council meeting.
- Annual report to the AGM.

Other Requirements

- A good understanding of Microsoft 365 & Microsoft Teams is desirable.
- If the applicant does not have Microsoft 365 account, be willing to have this installed for NZCF work.
- A current virus checker is essential.
- All NZCF work to be backed up weekly.

Job Description

National Disputes Coordinator

Overview

Position Title

National Disputes Coordinator (NDC)

Purpose of the Position

- To provide administrative oversight of and secretarial support for referred complaints and disputes.
- To encourage the settlement of disputes between parties in an amicable manner.
- To encourage the use of legal avenues where such a course is seen to be in the interests of either or both parties.

Key Working Relationships

- NZCF Secretary
- NZCF Chair
- Privacy Officer

Tasks

- Mediate, or appoint a mediator for, referred complaints and disputes where this is agreed to by both parties.
- Investigate referred complaints as necessary, using up to two appointed assistants (if required).
- In complaints which require investigation, decide whether there is a case to answer and either refer these to a Complaints Committee hearing or dismiss them
- Maintain administrative records and perform secretarial functions for all referred complaints, including:
    - advising all parties of progress and outcomes, and
    - acting as secretary for complaints which advance to a Complaints Committee or Appeal Committee hearings.
- Advise the Executive Council of issues regarding the complaints process and applicable governing documents.

Reporting Requirements

- Reports for each Executive Council Meeting.
- Annual report to the AGM.

Job Description
BSAC Chair

Overview

Position Title

Breed Standards Advisory Council Chair

Responsible To

BSAC Portfolio Manager

Purpose of the Position

- Chair the Breed Standards Advisory Council (BSAC) to enable it to meet the terms of reference in General Rules & Policies.
- Manage the workflow of the BSAC throughout the year.
- Provide reports to the portfolio manager, including the BSAC's recommendations to the Executive Council.

Key Working Relationships

- BSAC portfolio manager
- BSAC members (including the BSAC secretary, the registrars, and Standards of Points Officer)
- Breed section representatives
- NZCF Secretary

Self-Employed Contractor

This position is defined as a self-employed contractor's role. A schedular payment totalling $2375 per annum, which is paid quarterly, and is taxed as WHT, which has a default rate of 33%, however a lower rate of not less than 10% can be nominated.

Tasks

- Manage incoming work and assign tasks, and set deadlines and complete follow-up, to manage the workflow of the BSAC throughout the year.
- Provide a written report to the BSAC portfolio manager as needed or requested, but at a minimum:
    - two weeks before each Executive Council, and
    - seven weeks before the AGM including a summary of the year's work and the future direction of the BSAC.

- Provide agenda items to the BSAC portfolio manager as needed in time to meet the target date for each Executive Council meeting.
- In coordination with the Standards of Points Officer, ensure that changes to Standards of Points and the Schedule of Breed Codes are approved and available for release on 15 January.
- Induct new members to the BSAC and maintain induction documents and guidelines for them and breed section representatives.
- Maintain standard operating procedures for the BSAC Chair position.

Other Requirements

- A good understanding of Microsoft 365 & Microsoft Teams is desirable
- If the applicant does not have Microsoft 365 account; be willing to have this installed for NZCF work
- A Current Virus checker is essential
- All NZCF work to be backed up weekly

Job Description

Breed Standards Advisory Council Member

Overview

Position Title

BSAC Member

Responsible To

BSAC Portfolio Manager

BSAC Chair

Purpose of the Position

- To provide advice and recommendations to the Executive Council (EC) regarding proposed changes, updates, and corrections to the Standards of Points for pedigree cats breeds accepted by the NZCF. These changes, updates or corrections may be initially requested by individual NZCF members, breed representatives, judges, or the Executive Council itself.
- To ensure that the appropriate breed sections are consulted about proposed standards changes or (if appropriate) other changes affecting a breed (such as requirements for health testing) and the results of those consultations taken into account when making recommendations to the EC.
- To provide advice and recommendations to the Executive Council regarding the acceptance of new breeds, either breeds established overseas but new to New Zealand, or entirely new breeds developed in New Zealand.
- To provide advice and recommendations to the Executive Council about genetic and health issues affecting particular breeds, and approaches to minimise the harmful effects of these.
- To provide advice and recommendations to the Executive Council about rules for intermateability within breed groups and outcrossing to other breeds, having regard to ensuring genetic viability and health of breeds, and maintaining type and characteristics of breeds.
- To consider applications for experimental breeding programmes, approve these (or not), monitor as appropriate and provide support, advice, or linking with a mentor as deemed appropriate.
- To decide if specific health or genetic testing should be required either of foundation cats in an experimental programme, or of progeny and ensure applicants understand any such conditions attached to the approval.
- To approve (or not) the transfer for breeding of experimental programme cats (gen 1-3) to breeders not involved in the original experimental breeding programme.
- To develop or improve systems and processes for all the above functions.

Key Working Relationships

- BSAC Portfolio Manager
- BSAC Chair
- BSAC Secretary (PR Registrar)
- LH & SH Registrar(s)
- NZCF Secretary

BSAC Composition

The Breed Standards Advisory Council (BSAC) is a committee of appointed members. The Provisional Registrar shall automatically be appointed and shall have the role of Secretary. The Longhair and Shorthair Registrars shall be guests on the BSAC forum and provide advice and recommendations as appropriate but shall not be required to vote on issues under discussion. Further members shall be appointed to provide balance and expertise.

Personal Attributes

- Shall be a financial member of the NZCF.
- Shall have ready access to a computer and email (as most BSAC business will be conducted by electronic means).
- Shall meet one or more of the following:
    - Have been breeding for a minimum of two years (but longer experience is welcome).
    - Have an interest in and knowledge of genetics as it applies to cat breeding.
    - Be a longhair, shorthair, or all breeds judge.
    - Have experience of a variety of breeds or have an interest and willingness to learn about other breeds.
    - Have experience of carrying out an experimental breeding programme.

Job Description
Standard of Points Officer

Overview

Position Title

Standard of Points Officer (SOPs Officer)

Responsible To

Breed Standards Advisory Council Portfolio Manager

Purpose of the Position

- Manage the Standards of Points for each breed so that they are correct and consistent and conform to New Zealand Cat Fancy (NZCF) policy.
- Manage the annual update cycle of the Standards of Points and the Schedule of Breed Codes.
- Ensure records are kept of all changes made.

Key Working Relationships

- BSAC Portfolio Manager
- NZCF Secretary
- Governance Documents Officer

Tasks

- Provide updated SOPs and Schedule of Breed Codes documents to the NZCF Secretary by 15 January each year.
- Establish and maintain a 'record of changes' for each SOP.
- Provide a summary document for circulation on 15 January each year that lists:
    - the amendment date of each current SOP, and
    - what changes have been incorporated at the annual re-issue.
- Maintain a 'desk file' which details how to carry out the task and forward a copy of this to the Breed Standards Advisory Council (BSAC) Portfolio Manager and NZCF Secretary every 6 months.
- Membership of the BSAC.

Job Description
Privacy Officer

Overview

Position Title

NZCF Privacy Officer

Responsible To

NZCF Chair

Purpose of the Position

- To provide quality advice to New Zealand Cat Fancy (NZCF) Executive Council (EC) and officials on the NZCF's obligations under, and compliance with, the Privacy Act and its principles.
- To keep up to date with the Privacy Act and rulings relating to it.
- To advise EC and officials if changes to the Act impact on the NZCF and its members.
- To advise EC and officials on privacy implications of existing and new policies.

Key Working Relationships

- NZCF Secretary
- Executive Council members and NZCF officials

Tasks

- To provide quality advice to NZCF Executive Council (EC) and officials on the NZCF's obligations under, and compliance with, the Privacy Act and its principles.
- To keep up to date with the Privacy Act and rulings relating to it.
- To advise EC and officials if changes to the Act impact on the NZCF and its members.
- To advise EC and officials on privacy implications of existing and new policies.
- The privacy officer:
    - is familiar with the privacy principles in the Privacy Act,
    - is familiar with any other legislation governing what the NZCF can and cannot do with personal information,
    - will ensure that NZCF has a current and relevant privacy statement,
    - deals with any complaints from members or the NZCF’s contacts about possible breaches of privacy,
    - provides training (if requested by EC) to EC and officials to deal with privacy properly,

- advises EC and officials on how to ensure the NZCF's practices comply with privacy requirements,
- advises EC and officials on the privacy impacts (if any) of changes to NZCF's practices,
- advises EC and officials if improving privacy practices might improve NZCF's operations,
- deals with requests for access to personal information, or correction of personal information,
- will action requests for information under the Privacy Act within the required timeframes,
- will prepare documents by redaction in accordance with the Privacy Act and any legal advice obtained,
- will oversee the release of relevant redacted documents, and
- acts as a liaison person for the NZCF with the Privacy Commissioner. (This is particularly important if the Privacy Commissioner is investigating whether the agency has breached privacy.)

Reporting Requirements

The privacy officer:

- will inform the EC when a request for information under the Privacy Act is received,
- advise the EC of progress and completion relating to a request received under the Privacy Act,
- copy all correspondence relating to a request under the Privacy Act to the Secretary,
- report prior to an upcoming EC meeting, on progress on any outstanding requests under the Privacy Act and requests completed since the last EC meeting,
- report to the Annual General Meeting on aspects of the Privacy Act, that have impacted on NZCF, if requested by EC to prepare such a report, and
- prepare reports or educational article for publication in Flash Cats if requested by EC.

Other Requirements

- A good understanding of Microsoft 365 & Microsoft Teams is desirable
- If the applicant does not have Microsoft 365 account; be willing to have this installed for NZCF work
- A Current Virus checker is essential
- All NZCF work to be backed up weekly

Job Description
Health & Safety Officer

Overview

Position Title

Health & Safety Officer

Responsible To

Shows Portfolio Manager

Purpose of the Position

- To ensure the Health & Safety & Wellness Manual is kept up to date.
- To work with the guidelines Health & Safety at Work Act 2016 (HSWA 2016).

Key Working Relationships

- Shows Portfolio Manager
- Judges Portfolio Manager
- NZCF Secretary
- NZCF Affiliate Club Secretaries and H&S Reps
- NZCF Judges
- Health & Safety – Government Dept liaison (research for updates)

Tasks

- Ensure manual is up to date and meets current legislation.
- Ensure worksheet is up to date for use with the manual.
- Ensure H & S Reps are kept fully informed with all matters relating to health, safety and wellness.
- Ensure NZCF Executive Council are kept informed of all matters as well, and report to Shows portfolio manager prior to each meeting.
- Inform NZCF Executive if there are concerns in regard to health safety and wellbeing.
- Mark work papers within 1 week of receiving them. Acknowledge receipt of the work as soon as is practicable.
- Ensure a review is carried out yearly, report to the Executive Council.
- H & S Reps are responsible for:
    - H & S Reps need to have their manuals at every NZCF Inc sanctioned activity completed and ready for use. Make sure you have available;

        - Copies of the incident / accident template, ready for use
        - Copies of hazard notices ready for use
        - Completed the Red Ink Sections of the manual.
        - Copies of the completed red ink sections must be forwarded to the NZCF Inc H & S Officer before the show schedule is accepted.
    - Reps must ensure a H & S briefing is held at the beginning of each of activity. This briefing must include information about
        - Toilet facilities,
        - Evacuation procedures,
        - Identification of key officials (floor wardens, H & S Officer, first aid people),
        - Direction for where to find the first aid kit,
        - Location of the officials.
    - Inform people who to report incidents to.
    - Ensure accidents and incidents are reported
    - Investigate reports, place controls as needed
    - Send copies of reports to the NZCF Inc H & S Officer

Reporting Requirements:

- Report and make recommendation to the Show Portfolio Manager
- Write articles for Flash Cats.

Job Description
Communications Officer

Overview

Position Title

Communications Officer

Responsible To

NZCF Executive Council

Purpose of the Position

- To manage, coordinate and deliver both internal and external communications on behalf of the organisation.
- Maintain clear, consistent and professional communication with members, affiliated clubs, stakeholders, sponsors and the wider public, while supporting NZCF's mission, values and strategic objectives.

Appointment

- The Communications Officer shall be appointed by the NZCF Executive Council.
- The appointment will be for a term of 12 months, subject to annual review by the Executive Council.
- The position may be reappointed or terminated at the discretion of the Executive Council, in line with NZCF's Constitution and Rules.
- This is a voluntary position; approved expenses will be reimbursed.
- The Communications Officer must respect confidentiality in all matters relating to NZCF, its members, and stakeholders. Information obtained through this role must not be disclosed without prior Executive Council approval.

Key Working Relationships

Internal

- NZCF Executive Council
- NZCF Secretary
- NZCF Officials
- NZCF Affiliated Club Secretaries
- NZCF Membership

External

- Media groups

- NZCF Sponsors
- NZCF Partners
- General Public
- Other Cat Organisations

Key Accountabilities

- The Communications Officer reports directly to the NZCF Executive Council.
- A written report of activities shall be submitted for each Executive Council meeting.
- All official statements, media responses, or external communications on behalf of NZCF must be authorised by the Executive Council (or a delegated officer).

Tasks

Strategic Communications

- Develop and maintain NZCF's communications plan in alignment with organisational goals.
- Ensure consistency of messaging, branding, and tone across all platforms.

Internal Communication

- Support clear communication between the Executive Council, affiliated clubs, and members.
- Draft and distribute notices, announcements, and updates as directed.
- Promote member engagement through accessible and timely communications.

External Communication

- Manage NZCF's public-facing communications, including website, newsletters, press releases and social media.
- Act as first point of contact for media enquiries and prepare authorised responses.
- Promote NZCF's activities, shows and breed awareness to the wider public.

Content Creation

- Prepare engaging, high-quality content for newsletters, website articles, promotional materials and social media content.
- Liaise with clubs and members to source content that highlights NZCF and the cat fancy community.

Event & Sponsorship Support

- Provide communications and promotional support for National Shows and significant NZCF events.
- Assist in developing promotional materials and sponsor-related communications.

Reputation & Risk Management

- Monitor NZCF's media presence and online engagement.
- Identify and advise the Executive Council on reputational risks.
- Support crisis communication when required..
- Maintain standard operating procedures for the BSAC Chair position.

Other Requirements

- The Communications Officer is authorised to administer NZCF's official communication channels, including newsletters, website, and social media accounts, subject to Executive Council oversight.
- No personal opinions shall be expressed on NZCF platforms.
- The Communications Officer may, with prior approval of the Executive Council, delegate specific duties to assistants or sub-editors (e.g., social media moderators, newsletter editors).
- All delegated roles must operate under the oversight of the Communications Officer and within the policies and authority set by the Executive Council.
- The Communications Officer remains accountable for the overall management and quality of NZCF communications

Person Specification

Essential

- Strong written and verbal communication skills.
- Experience with communications, marketing, public relations or related fields.
- Competency in digital platforms, including social media and websites.
- Good organisational skills and ability to meet deadlines.
- Ability to work independently while remaining responsive to Executive Council direction.

Desirable

- Familiarity with NZCF structure and the cat fancy community.
- Experience in not-for-profit or volunteer organisations.
- Content creation skills such as graphic design, photography, or video.

Personal Attributes

- Professional, diplomatic, and approachable.
- Collaborative, team-focused and responsive.
- Attention to detail and accuracy.
- Discretion and respect for confidentiality.
- Commitment to NZCF's values and objectives.

Job Description
IT Advisor

Overview

Position Title

Advisor, NZCF Information Technology

Responsible To

NZ Cat Fancy Inc (NZCF) Portfolio Manager – IT

Purpose of the Position

- Provide support and advice to the IT Portfolio Manager, to allow the NZCF IT systems are operating to requirements
- Assist with implementation and technical support of the IT systems, where required
- Assist the portfolio manager to prepare communications with the executive and membership relating to the IT portfolio

Key Working Relationships

- NZCF IT Portfolio Manager
- NZCF Chair, Secretary & Treasurer
- Webmaster & ROCAP Administrator
- External IT service providers
- Stakeholders and users of the NZCF IT systems

Tasks

- Overseeing IT projects and project management and appropriate security
- Liaise with IT service providers to ensure that:
  - The database is up to date and functioning effectively
  - Database access appropriately controlled to maintain the security and integrity of the database
  - Web site hosting is maintained and is cost effective
  - Computer systems and processes used by officials & EC members function properly and are suitable to the purpose
- IT problems are solved promptly
- Show application is maintained and improved
- Work with the webmaster and IT provider to develop online services for NZCF members

- Ensure appropriate training and support is provided to officials using the NZCF database and all users of the show application.
- Execute a regular follow up and assessment of the performance of the site, with reports to the Portfolio Manager IT (NZCF) 1 week prior to all NZCF Executive Council scheduled meetings and AGM.
- Plan out future modifications for the site in conjunction with the ROCAP Administrator and the Portfolio Manager IT (NZCF) and keep abreast of new technologies and software to develop the online presence and success of the site.

Person Specification

- Preferred a degree in information technology or equivalent experience.
- Project Management and IT operations experience
- It is helpful to have knowledge about JavaScript, HTML, HTTP, CSS, and XML, or other programming languages, including internet related software.
- Technical knowledge about the latest developments and internet features.
- Ability to manage/implement projects.

Job Description
Registration & Transfer Auditor

Overview

Position Title

Registration & Transfer Auditor

Responsible To

Breeders & Registration Portfolio Manager

Purpose of the Position.

- To audit registrations and transfers through reporting.
- To ensure registrations and transfers are done according to the registration rules and NZCF Constitution.

Key Working Relationships

- Breeders & Registration Portfolio Manager
- NZCF Secretary
- NZCF Registrars
- IT Portfolio
- NZCF Members

Tasks

- Using ROCAP reports to carry out Audit role.
- Communicating with members around registrations and transfers using prepared templates.
- Prepare Audit report for the Breeders & Registration Portfolio Manager to track process.
- Prepare Actions Report for NZCF Secretary.

Experience

- Have a good understanding of Microsoft Office 365 & associated programs, particularly Word & Excel.

Job Description

Animal Welfare Liaison Officer

Overview

Position Title

NZCF Animal Welfare Liaison Officer

Responsible To

Breeders & Registration Portfolio Manager

Purpose of the Position

To liaise between the New Zealand Cat Fancy and external animal welfare organisations, local councils and government agencies in all matters relating to animal welfare and policies. Supporting role for NZCF members when the need arises.

Key Working Relationships

- NZCF EC (primarily B&R PM, Chair & Secretary)
- Individual members and affiliated clubs of the NZCF
- External animal welfare agencies
- External government & local body agencies

Tasks

- Liaise with local council (nationwide) representatives with regards to the National Animal Welfare Act and its amendments.
- Liaise with local council (nationwide) representatives with regards to their local by-laws regarding animals.
- Liaise with SPCA and other local animal rescue groups (nationwide) with regards to animal welfare within NZCF membership.
- Liaise with MPI and the National Animal Welfare Advisory Committee (NAWAC)
- Attend workshops where possible or at least submit a proposal on behalf of the NZCF Executive Council.
- Prior approval is required from the relevant portfolio manager before speaking on behalf of the NZCF.
- Respond to any consultative documents; though seek direction from Executive Council to ensure responses are aligned with the goals and purposes of the NZCF.
- Any media responses are to be directed to the NZCF Chair in all instances.

- Build good working relationships with various local bodies, SPCA, MPI representatives and other animal rescue groups, to improve the enforceability, clarity, and transparency of the animal welfare system.
- Be familiar with the Animal Welfare Act, its amendments and any subsequent chances to the Act that would impact on the NZCF.

Job Description

NZCF Representative on Companion Animals NZ Board

Overview

Position Title

CANZ Board Member

Responsible To

Breeders & Registration Portfolio Manager

Purpose of the Position

The NZCF was one of the founding stakeholders on the Companion Animal NZ which was originally formed with the goal of getting a NZ based microchip registry established. The CANZ's objectives have subsequently expanded to encompass the promotion of responsible companion animal ownership generally. The CANZ seeks to influence government and local government policies in relation to companion animal management and welfare, to collate evidence, based information relating to this, and to educate the general public and promote good practice.

Each of the original stakeholders is represented on the CANZ Board by an appointee of that organisation's choice. Additional board members are appointed by the CANZ board in order to provided complementary skills to those of the stakeholder Board members.

The role of the NZCF Board member is to liaise between the CANZ and NZCF, participate effectively in CANZ Board meetings and activities, and represent the NZCF's interests where relevant.

Key Working Relationships

- NZCF Chair, Secretary, Treasurer, and elected members of the Executive Council
- CANZ Chair, Secretary, Manager and Board members

Tasks

- Attend CANZ Board meetings. These take place approximately 6 times a year on a weekday and the venue rotates between cities. Meetings last between half a day and a full day
- Read and consider documentation provided prior to each meeting.
- Where relevant ascertain the viewpoint of the NZCF Executive Council on agenda items that may affect the NZCF or its members.
- Participate in Board meetings, where relevant ensure the viewpoint, and/or interests of the NZCF and its members are considered, and vote on matters requiring a decision
- Participate in discussion and vote on all issues considered by the Board, not only those relating to NZCF interests

- Where relevant go back to the NZCF for guidance on issues affecting the NZCF or its members
- Occupy a liaison role and provide information back to the NZCF about CANZ activities and decisions
- Participate in CANZ Strategic Retreats, if held during the representative's term of office (normally held every two years)
- Participate in any training provided by CANZ to enhance effective participation of Board members
- If possible (not mandatory), attend and participate in networking forums held in conjunction with Board meetings.

Reporting

- Annual Report to the AGM
- Report or educational article for publication in Flash Cats, once a year

Qualifications

Experience

- NZCF experience as an officer, Executive Council member, or BSAC member is desirable
- Some knowledge of NZCF history

Personal Attributes

- Communication skills
- Analytic skills – ability to review large amounts of written information and provide comment as appropriate in meetings
- Ability to see the wider picture
- Ability to relate discussion and decision making to CANZ strategic objectives
- Willingness to engage with issues not directly relating to NZCF interests or cat welfare in general (as the CANZ also works to promote responsible companion animal ownership for other species e.g. dogs)

Additional Information

The CANZ pays all reasonable meal, travel and (if required) accommodation) costs to attend meetings, training, or strategic retreats. The CANZ also pays a meeting fee. Meetings are normally held on weekdays.

Job Description
Historian

Overview

Position Title

NZCF Historian

Responsible To

Publications & Marketing Portfolio Manager

Purpose of the Position

- Manage the historical assets of the New Zealand Cat Fancy.
- Promote the preservation of cat fancy, club, and breed history.
- Make suitable historical assets freely available electronically.
- Provide historical information on request.

Key Working Relationships

- NZCF Secretary
- Flash Cats editor
- Individual members and affiliated clubs of the NZCF
- Past members of the NZCF and their families
- Other cat fancy historians worldwide

Tasks

- Create and maintain an inventory of the historical assets.
- Establish suitable storage for physical assets.
- Make recommendations about on-going historical asset acquisition.
- Promote awareness of NZCF history through articles and reports.
- Liaise with clubs and individual members with historical assets.
- Undertake a programme of digitisation of ephemera.
- Add to, and keep up-to-date, the NZCF's existing written histories to provide a basis for research requests.

Job Description
Tutor Judge

Overview

Position Title

Tutor Judge

Responsible To

Judges Portfolio Manager

Purpose of the Position

To act as a tutor within a judges school.

Key Working Relationships

- Judges Portfolio Manager
- Student judges

Tasks

- Senior judges with tutor status may act as a tutor within a judges school in conjunction with a lead tutor.
- They may not set examinations, but can mark written and practical examinations.
- Status to be reviewed every 2 years
- To attain and retain supervisor and tutor status, a judge must be available to undertake at least one supervision a year if asked, help at a school, seminar or judging school classes.

Qualifications

- After having completed six assignments as a senior judge, a senior judge (supervisor status) will be eligible for nomination by the Judges portfolio manager for tutor judge status. The following additional requirements must also be met:
    - Supervised at least three junior judges, at least once a junior judge
    - Completed tutor training with a lead tutor.
    - Assisted at least three times at a judges school, or stewards class, or refresher seminar.